INFORMATION TECHNOLOGY ADVISORY BOARD
MARCH 26, 1997
MEETING MINUTES

Attendees:

Lew Davison, Chairman	Rich Beckwith	Matt Blotevogel
Karen Boeger	Sean Curry	Norma Doerhoff
David Finch	Tom Frahm	Jan Grecian
Russ Helm	Gina Hodge	Max Joyce
Rita Kerperin	Jim Latteman	Don Lloyd
George Marshall	Rex Peterson	Richard Pierce
Jim Poole	Cindy Renick	Cindi Rutherford
Betty Rottmann	Jim Schutt	Larry Seneker
Jim Simmons	Don Slinkard	Dan Steidley
Bruce Vieweg	Debbie Wells	Ron Welschmeyer
Gerry Wethington	Chris Wilkerson	Rise' Williamson

OPENING REMARKS

Lew Davison, Chairman, called the ITAB meeting to order at 8:30 a.m. on March 26, 1997 in the Interpretive Center, Office of the Secretary of State, 600 West Main Street, Jefferson City, Missouri. He welcomed everyone to the meeting.

APPROVAL OF MINUTES

1. Approval of the February 26, 1997 Information Technology Advisory Board Meeting Minutes

Lew asked for additions, deletions or corrections to the February 26, 1997 ITAB Meeting Minutes. Jim Latteman made a motion, seconded by Jim Poole, that the minutes be approved as written. The motion was unanimously approved.

ACTION REQUIRED: None.

GENERAL BUSINESS

1. CIO Update (Mike Benzen)

Since Mike is out of state attending a meeting, we will defer the update to the next meeting.

ACTION REQUIRED: None.

2. ORACLE Cost Update (Jim Poole)

Jim reported his Subcommittee met. There appeared to be some confusion between an NT Operating System and an NT data base server. The Subcommittee developed and surveyed the agencies to determine who was using

NT as their data base server or who was planning to use it in the future. The results were compiled and a copy distributed at this meeting. Any agency who has not responded to the survey still has an opportunity to complete and return it. The ORACLE contract does not include ORACLE on NT. This could either be rewritten to add NT or a new contract issued. Also this product can be purchased off the Prime Vendor Contract. Ameridata (GE Capital) has a contract with ORACLE to purchase NT. More research is necessary to determine whether the Prime Vendor contract includes technical support and training. Cindi Rutherford explained the present ORACLE contract is sole source and there may be a problem with amending it. She will discuss this with Mike and get back to Jim.

ACTION REQUIRED: Agencies who have not replied to survey still have opportunity to do so. Please provide to Jim. Cindi will discuss the problems with amending ORACLE contract with Mike and see if he would still want to amend the contract or write a new contract and maybe get a better price.

3. Software Standards (Chris Wilkerson)

Chris reported the Software Standards Committee met on March 21. He discussed attendance at the meeting and urged the appointed representatives to attend personally. He also distributed a copy of the agenda along with material presented at the meeting and explained each of the attachments. He indicated the first items will be to update an inventory which was prepared several months ago. He also sought additional clarification on their mission. The ITAB group discussed this issue in detail and it was decided the scope is too broad. They decided to break up the project into phases. It was decided that the initial phase should be devoted to building the framework for an architecture to serve as an outline for future phases. However before anything can be accomplished, the first thing that will be needed is to define "architecture". In the meantime the ITAB group will develop a listing of the top five problem areas that need to be addressed once the architecture is developed. It might help to know the problem areas when drafting the architecture outline.

It was reported that the State Courts Administration had a consultant prepare an architecture for the court systems. There may be some material included in this architecture that could be of use to ITAB. Chris will contact the Court Administration to try to get a copy of this or maybe parts of it.

ACTION REQUIRED: ITAB instructed Software Standards Committee to work on building a framework for an architecture. Chris will try to secure a copy of the State Courts architecture. ITAB to define top five areas that will need to be addressed after the architecture is in place.

4. Year 2000 (Cindi Rutherford)

Cindi reported the initial assessment has been completed by Anderson Consulting and the report was delivered yesterday. They are presently planning for the actual implementation of the 2000 changes. Several pilot agencies and pilot projects have been identified and work on these should begin shortly. A meeting is scheduled for next week to discuss these further.

There has been a delay in obtaining the space to house the consultants. It will probably be at least May before the space will be released for occupancy.

She also reported a hearing has been scheduled in the House on the capital improvements bill containing our 2000 request. It will be tomorrow between

8:30 a.m. to 10:00 a.m.. in House Hearing Room #9. If any of the agencies included in the request could be available to help field questions, it would be appreciated.

ACTION REQUIRED: Hearing tomorrow morning. Agencies included in bill should make an effort to attend.

5. Data Center Consolidation (Gerry Wethington)

Gerry reported the Steering Committee is scheduled to meet next week to discuss the consolidation schedule. It appears consolidation should be completed in January, 1998. The Committee will be looking at the focus of the group. The Memorandum of Understanding is presently being reviewed by the Steering Committee. Joyce and Jerry are working on developing service level agreements. The Security Subcommittee is reactivated and is working on a number of issues.

Dan Steidley mentioned with consolidation, the way information is exchanged between agencies will be quite different. A number of steps you presently use will be discontinued.

ACTION REQUIRED: None - informational.

6. Prime Vendor (Larry Seneker)

Larry reported no meeting was held this month with Prime Vendor. The next meeting is scheduled for April 23. E-commerce is getting underway. Additional work is underway on web pages along with recommendations for change.

ACTION REQUIRED: None - informational.

7. MAN Project Update (Gail Wekenborg)

Jim Schutt reported the MAN contract with Sprint has been signed. A letter was sent by Gail Wekenborg on March 18 to all agencies outlining Phase I which includes six hookups in Jefferson City at various locations. Brian Beckmann of DP&T is the coordinator. Meetings are presently being held in the various agencies to firm up data gathered in surveys taken earlier. A full day meeting has been scheduled on April 21 to discuss details about the service, pricing, etc. Further details on the meeting will be provided prior to the meeting date.. The first half of the day will be the management overview and the afternoon session will relate more to the technical issues. The letter has an attachment which provides the contract pricing and services. If you have any questions relating to the MAN issue call Gail or Brian.

ACTIONS REQUIRED: None - informational.

8. Personnel Committee (Joyce Backes)

Jan Grecian reported they are waiting for the final draft of the opportunities brochure for use in College job fairs. Revenue Department is the pilot on the skills testing and will be the trainer with the rollout to all state agencies around the first of the year. The Jefferson City Technology Training Coalition is in full swing. The Jefferson City Chamber of Commerce is serving as a focal point for information on computer technology job training. As of March 3rd 146 surveys were returned and inquiries made by 275 people. The committee is continuing work with the Education Committee . Joyce has been faxing surveys to all the agencies on entry level positions. Another committee, chaired by Larry Bonnot,

is reviewing criteria and functions for positions and will be bringing recommendations to this group. She also distributed a copy of an article relating to IT Careers that appeared in the March 10 issue of Computer World, The data entry program that will be capturing information on new hires and terminations will be rolled out soon..

ACTIONS REQUIRED: None - informational

9. Information Technology Education Advisory Committee (Jim Roggero)

Jan Grecian report the Committee is working to update the Technology Inventory. They are hopeful of having that information in a database soon and accessible. An appropriation request is included in House Bill 13 to fund training rooms. It is too early in the legislative session to tell if this request will be funded. A tour and open house of the training area set up by G.E. Capital is scheduled for April 8 for anyone interested in attending.

ACTION REQUIRED: Informational - none.

10.. Internet/MOREnet (Bill Mitchell)

David Finch reported the $5 million appropriation request for the Internet backbone has been approved in tact in the House and it appears to have a positive reaction of the Senate Appropriation's Committee.

The modem pool has reached the saturation point. The equipment is ready to order once the appropriation is approved and could be installed and in operation shortly thereafter.

ACTION REQUIRED: None - informational

11. Statewide Purchasing Update (Larry Seneker and Cindi Rutherford)

Larry reported the Network products (router) bid closes this Friday. The network consulting bid will be awarded by the end of the week. We have reached 50% on the Microsoft Select commitment and will have until April 15 to meet the full commitment to maintain our discount. Larry mentioned that Microsoft applications on PCs when purchased or outside of the contract may count toward the quota. We need an additional 4915 licenses to meet this commitment. Larry will provide information on what products would qualify.

Cindi reported 20 consultants responded to the statewide consultant proposal. These responses are presently being evaluating. The target completion date of the evaluations is late April.

ACTION REQUIRED: Larry will send all agencies information on what software
product licenses qualify and the agencies are requested to provide Larry information
on the number of additional licenses they have.

12. Network Consolidation Study (Mike Benzen)

This item will be deferred to the April meeting.

ACTION REQUIRED: None.

13. Intern Agreement/Contract (Jim Simmons)

Jim reported the Information technology brochure is being developed by the University of Missouri . He also pointed out job openings for graduates and intern positions are posted on Missouri Works. America's Talent Bank is a source where resumes may be entered by potential employees and this could be a help in recruitment. The Department of Labor also has offered to be a resource to assist the committee in their efforts. They have the scope but are trying to determine requirements. Surveys have been sent to all the Universities and asked to record their hardware and software requirements.

He also mentioned new and larger pictures are being added to the backdrop for use at career fairs. These should be available by April 1. This year they attended six career fairs and will be attending three more next month. For the next school year they may be more selective as to which of the fairs to attend. They are also considering handouts for career fairs and are looking at the possibility of distributing large plastic bags as informational item as well as help to carry the materials received at the fairs.

He also mentioned he met with representatives of Nichols Career center and there is a potential for state agencies to hire high school students. This could help them to decide on Computer Science as a career. They also volunteered to assist with developing Web pages.

An invitation for bid for interns should be ready April 15. The timing on this is critical to get responses by mid May.

ACTION REQUIRED: None - informational.

14. SDC - Internet (Don Lloyd)

Don mentioned an Internet Rate Subcommittee was appointed last month to review, discuss and recommend internet rates for fiscal year 98. The Subcommittee met several times since that time and developed a rate proposal based on the present number of Internet userids, flat rate connections and fax broadcast service. The rates proposed would be $23.51 per userid, $124.70 for flat rate connections and $494.23 for fax broadcast service. By using present numbers the Data Center would be assured of recouping the costs. Also attached was a cost estimate summary detailing proposed amounts per agency. The State Data Center would handle the billing. The Board was asked to review the material and be prepared to make a recommendation at the next meeting.

The Subcommittee also sought clarification on their mission. They inquired if it included making recommendations on operational guidelines and policies and procedures. The ITAB agreed their mission is to recommend policies and procedure as it relates to the plan on setting or maintaining the rates, but not the operational policies of how to conduct the operation of the Internet.

The Subcommittee ran a pilot and found a number of people were signed on the Internet all day tying up resources. The group will provide each of the agencies with information they collected on usage. They can evaluate and the correct the problems within their own agency.

ACTION REQUIRED: Review rate material with their agency and be ready to discuss at the April meeting. Subcommittee will develop policies and procedures in the scope set forth and will provide material on usage to each of the respective agencies.

15. Centralized SMTP Mail Gateway (Rich Beckwith)

Rich deferred this item to Larry Seneker since he is working on this issue. Larry reported an E-Mail group has been set up. They held their initial meeting last week and discussed some of the problems the various agencies have been experiencing with trying to send E-Mail between agencies. They are researching these problems in more detail and hopefully will be able to resolve them or make recommendations of what conversion equipment is needed. He also mentioned there is a discussion group on the Internet as well.

ACTION REQUIRED: None - informational..

USER GROUPS

Lew mentioned we have changed our procedures on reporting from the various user groups. Instead of all reporting at the quarterly meeting we decided to stagger the user groups and have several reports at each meeting. At this meeting, we have the Chairman of the CASE User Group and a representative from the GIS User Group with us.

1. CASE USER GROUP (Dennis Ceglenski)

Dennis distributed a handout providing the status of the CASE User Group for fiscal year 1997. Gerry Wethington of the Highway Patrol is the ITAB liaison with this group. Dennis explained some of the highlights and accomplishments of the CASE User group which included the awarding of the CASE consulting contract as well as the CASE training contract. They have also increased their academic sponsorships. Another area they are taking a harder look at is the study of sharable objects. They are also renewing efforts to start a computer environment inventory.

In addition to the highlights he also expressed concern over the adequacy of the by-laws. The group may need to revisit these and update to keep them focused. Another concern is the lack of training facilities. Much of the CASE training was previously held in the OA facilities, but these are no longer available. Tom Frahm mentioned the Dept. of Revenue may be able to assist in providing a training room. He also mentioned there are a number of concerns that will have to be resolved when we get into shared objects. Another concern is that more vendors are becoming involved in their activities. The line where vendor participation starts and stops and where the state's responsibilities are, has been an areas of increasing concern.

Dennis shared some of their future events. One is the maintenance payments and keeping track of the inventory. Another is the Shareable Objects Committee findings and plans. The user group is also sponsoring a Gateway Connect User Group (St. Louis) meeting on July 8 in Jefferson City. If you would like to extend a special invitation to someone to attend the meeting, please notify Dennis.

Dennis sought advice if they were heading in right direction or if they should be steering in another direction. It was recommended by ITAB that vendors not be allowed to participate in round table discussions nor serve as an agency representative. If a representative of an agency cannot attend, they can provide a written update. The vendors may participate in issues which relate specifically to vendors.

GIS USERS GROUP

Tony Spicci, Vice Chairman, presented the GIS User Group report. Lew is the ITAB representative on this User Group. Tony mentioned the GIS group has a membership of about 100 people and it is growing rapidly. Approximately one-half are state employees or work for state agencies, with 20 percent from academia and the remainder from the private sector and federal and local governments. About 24% are geographers, and 90% are non-IS professionals. He read their purpose statement. It is a very wide and very informal group. They are presently developing by-laws. They are looking at issues relating to data standards, data availability and data quality. They are developing a core set of standards that each agency can follow when they are doing their data-based development. Another issue they are talking about is hardware and software standards. They are not interested in setting standards, but in not setting standards. GIS is a very open environment . They are also not concerned with software standards. Most use ArcView or ArcInfo. They are more interested in translator packages, where they can swap data between different packages.

He explained the difference between MSDIS and the GIS Users Group. MSDIS is a state funded data distribution service at the University of Missouri group. They provide information on the Internet as well as provide information on tape, etc. All have a good working relationship and most of their staff attend the GIS meetings. Specifically, there is no formal connection between the two groups. MSDIS sponsors an annual conference and the GIS group hosts a number of the sessions and their membership is well represented. They have vendors come in and give demonstrations. They discourage vendor participation in the user group activities.

REPORT OF PLANNED/ACTIVE BIDS

Gerry reported the Highway Patrol has request for bid on mobile computing devices, and computer aided dispatching is about ready to go out on the street. They are also working on a log tape scan processing bid item.

Betty reported they just received word yesterday about their Vocational Rehabilitation Office Shell software to replace that system.

Gerry also mentioned they had a joint meeting with the Department of Corrections on live scan and mug shot solutions. They will probably go into the four induction centers.

REVIEW OF ACTION ITEMS

Gerry reported the FOCUS group is presently negotiating with IBI on what to do with the contract. He and Mike will be meeting with the Branch Manager of IBI on Monday, and they have changed, at our suggestion, the account representative for the State of Missouri. Meetings are being set up with the agencies to introduce the new account representatives.

OPEN DISCUSSION

Under open discussion, Lew announced that David Finch will be presenting the ITG User group report at the April meeting. For the Discussion Topic we will have discussion from Dave Schulte of the Department of Corrections on using the offenders for programming. This topic will carry a time limit of 20 to 30 minutes.

NEXT MEETING

1. The next ITAB Meeting is scheduled for **<u>Wednesday</u>**, **<u>APRIL 23, 1997</u>**, at 8:30 a.m. in the Office of the Secretary of State, Interpretive Center.

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Lew Davison

Chairman